



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD  
FORT HOOD, TEXAS 76544-5000

**GARRISON POLICY  
CMD GP- 05**

**28 MAY 2019**

REPLY TO  
ATTENTION OF

IMHD-ZA

MEMORANDUM FOR All Fort Hood Garrison Personnel

SUBJECT: Overtime-Compensatory Time for Appropriated Fund Employees

1. REFERENCE.

- a. Title 5, United States Code
- b. Federal Employees Pay and Comparability Act
- c. Fair Labor Standards Act
- d. Parts 353, 532, 550, 551, 610 Code of Federal Regulations
- e. DOD 7000.14-R, DOD Financial Management Regulation, June 2011, Volume 8, Civilian Pay Policy and Procedures, June 2013
- f. IMCOM Regulation 690-610, Civilian Personnel Works Schedules, May 2014
- g. Partnership Agreement, Headquarters, III Corps Fort Hood and AFGE, Local 1920, July 2002

2. PURPOSE. To provide guidance to all U.S. Army Garrison (USAG) personnel on the on the use and management of Overtime (OT) and Compensatory Time (CT) for appropriated fund employees.

3. APPLICABILITY. This policy is applicable to all appropriated fund civilian employees and those who supervise appropriated fund civilian personnel, assigned to and/or under the operational control of USAG Fort Hood.

4. POLICY. Overtime work is time worked in excess of eight hours in a day or 40 hours in an administrative workweek. Ideally, there should be no requirement to use overtime with the exception of un-forecasted mission critical or emergency events. Forecasted overtime work shall be either officially ordered by the manager/supervisor, or requested by the employee. Compensatory time off is an alternative form of payment for overtime

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work and the value of an hour of compensatory time off, when paid out, is equal to the overtime hourly rate payable in dollars.

5. OVERSIGHT. Supervisors review and approve overtime and compensatory time requests for forecasted and un-forecasted activities in the DOD Automated Time and Attendance production System (ATAAPS), for employees within their organizational responsibility prior to the start of the administrative workweek for the pay period covered by the request in accordance with IMCOM Regulation 690-610, paragraph 4-4. Un-forecasted OT/CT requests follow the same requirements listed below, with submission made the first duty day following the activity. Submitting supervisors ensure sufficient budgeted funds are available prior to approving overtime and that the work to be performed is mission critical. The approving official for an overtime request is the employee's ATAAPS certifier. When submitting forecasted requests for OT and CT, supervisors will ensure each request contains the following:

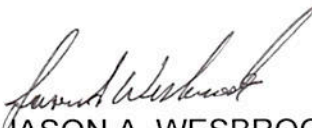
(1) Describes the work to be performed during overtime hours within the 125-character ATAAPS comment box limit. The description will state the mission critical function requiring the overtime. Supervisors may establish internal requirements for additional documentation such as email, memorandum, or IMCOM Form 1-H.

(2) Include an estimate or statement of the total number of overtime hours required and the date(s) which the overtime is to be performed.

(3) Indicate if compensatory time is requested instead of paid overtime. If compensatory time is approved, supervisors must monitor via leave reports to ensure it does not convert to overtime pay as it is not accounted for in cost projections/budget.

6. PROPONENT. The Garrison Commander is the proponent for this policy.

7. EXPIRATION. This policy memorandum supersedes previous policy issued by the Garrison Commander and will remain in effect until superseded or rescinded.



JASON A. WESBROCK  
COL, IN  
Commanding